



# VAT Registration Made Simple with Qudi Accounting



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## VAT Registration Made Simple: Your Step-by-Step Guide for South African SMMEs

Compiled by Qudi Accounting – Your Trusted Tax Accountants

### About This Guide

Whether you're starting your first business or formalising your operations, registering for VAT (Value Added Tax) is a crucial compliance step once you meet the turnover threshold. This easy-to-follow guide walks you through exactly what you need to prepare – saving you time, frustration, and avoiding delays from SARS (South African Revenue Service).

### Who Must Register for VAT?


Businesses that have exceeded, or are likely to exceed, **R1 million in taxable turnover** in any 12-month period **must** register for VAT. You may also opt for voluntary registration if your turnover exceeds **R50,000 in 12 months**.

### Documents Required for VAT Registration

Below is the full list of documents SARS requires during the VAT registration process:

#### 1. Appoint a Public Officer

- One director must be appointed as the **Representative / Public Officer**.
- Let us know who this is so we can prepare the VAT Application letter using their details.

 *Tip from Qudi:* The Public Officer becomes the key liaison between your company and SARS. Choose someone responsible and available.

#### 2. Certified ID Copy of Directors

- Must be clear and **not older than 3 months**.
- If you don't have a certified copy, we can certify one for you at no extra charge.

#### 3. Photo of Public Officer Holding ID

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- A clear image of the appointed Public Officer holding their **original ID book or card**.
- Must be taken in front of a **plain, light-coloured background**.
- [Include visual example here]

## 4. Proof of Residential Address (Directors)

- Acceptable documents: **utility bill, lease agreement, bank statement, or retail account**.
- Must be **less than 3 months old**.

## 5. Proof of Business Physical Address

- Same acceptable docs as above.
- SARS does not accept P.O. Box addresses.

 *Note:* If the business is run from the Public Officer's residence, you'll also need a signed **CRA01 form**.

## 6. Bank Account Confirmation Letter

- Obtainable from your bank.
- Must confirm the **business name and account number**.

## 7. Business Bank Statements (Last 6 Months)

- Required to verify actual trading activity.
- Must show **income from sales** deposited into the business account.

## 8. Company Registration Documents

CIPC registration certificate and any name change documentation.

## 9. Invoices or Signed Customer Contracts

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- At least **5 VAT-compliant invoices** that include:
  - Company name
  - Company registration number
  - Business address
  - Description of goods or services
- Alternatively, **signed customer contracts** will be accepted.

## 10. Business Activity Description

Clearly describe:

- The **core business operations** (e.g., “Online clothing retail”)
- The **industry classification** (e.g., “E-commerce” or “Retail”)

## Quick Checklist for VAT Registration

### Document

Notes

Appointed Public Officer

Full details needed

Certified ID of all directors

< 3 months old

ID Photo of Public Officer

Holding ID in clear background

Proof of Address – Directors

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< 3 months old

## **Proof of Address – Business**

< 3 months old

## **CRA01 (if applicable)**

Only if home = business address

## **Bank Confirmation Letter**

From bank

6-Month Bank Statements

With sales deposits

## **CIPC Registration Docs**

Original and updated if applicable

5 Invoices or Contracts

With proper info

Description of Business

Including industry

## **Need Help? Qudi Accounting Has You Covered**

Let us handle the stress of paperwork, certifications, and submission for you.

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- ✓ Fast turnaround
- ✓ Professional documentation
- ✓ SARS-ready formatting
- ✓ One-on-one support from our VAT registration experts

## Contact Us Today

-  Visit: [www.qudi-accounting.com](http://www.qudi-accounting.com)
-  Call: 010 055 7273
-  Email: [admin@qudi-accounting.com](mailto:admin@qudi-accounting.com)
-  Book a free consult by contacting us.

## Did You Know?

Registering early for VAT can improve your credibility with clients, especially for tenders, supplier applications, and B2B contracts.

## Disclaimer

This e-book is intended for general guidance only and does not replace professional consultation. For tailored VAT support, please speak to one of our accountants.

